

New Hire Workflow & Resources

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DVM Onboarding Checklist

Step-by-step checklist to guide what's needed for a new hire's first day and week.

[New Hire DVM Checklist](#) 

[Scrubs Benefit Policy](#) 

Full Cycle Hiring and Onboarding SOP

Outlines the full hiring process from posting a requisition through onboarding, including task owners and timelines.

[DVM Onboarding SOP.pdf](#) 

Entering and Maintaining Licensing Information in Paycom

Instructions on how and when to enter, update, and manage license details in Paycom for compliance and tracking.

[Licensing Info SOP Paycom.pdf](#) 

Hospital Website Updates

To ensure prioritized and timely updates, please submit a Support Ticket for all website changes.

- **Update Team Member Bios or Headshots:** Submit a [Marketing Support Ticket](#).
- **Hospital Website Operational Updates:** Submit a [Marketing Support Ticket](#). Tickets go directly to our marketing agency for the fastest resolution. Please allow 4 business days before following up. (Examples: hours of operation, Care Companion Plans, service offerings, etc.)
- **Other Marketing Needs:** For all other requests, please contact [Jenni Jones](#) directly.

We appreciate your continued partnership as we build a long-term marketing support model for our community of practices.
